



City of Rancho Palos Verdes



Now accepting applications for

INFORMATION TECHNOLOGY MANAGER

\$90,612—\$153,426 DOQ & DOE

Filing Deadline: Thursday, May 24, 2018 by 5:00 p.m.

CITY AT A GLANCE

- A general law city, incorporated on September 7, 1973.
- Affluent suburb of Los Angeles.
- Commonly known as “RPV.”
- Located on a coastal peninsula overlooking the Pacific Ocean and Catalina Island in Los Angeles County, California.
- Land area of 13.6 square miles and about 43,000 residents.
- With 7.5 miles of Pacific coastline, a 1400-acre nature preserve, and hundreds more acres of open space, the City has maintained a semi-rural environment.
- Residents and visitors enjoy ample opportunities for recreation including golfing, hiking, cycling, beach access, and whale watching.
- Notable landmarks and points of interest include:
 - ◇ Wayfarer’s Chapel, designed by Frank Lloyd Wright
 - ◇ Point Vicente Lighthouse
 - ◇ Point Vicente Interpretive Center (premiere whale-watching site from December to April)
 - ◇ Palos Verdes Nature Preserve
 - ◇ Marymount California University
 - ◇ Terranea Resort
 - ◇ Trump National Golf Club

Come join our team!



CITY OF RANCHO PALOS VERDES

THE COMMUNITY

The City of Rancho Palos Verdes is located on a coastal peninsula overlooking the Pacific Ocean in Los Angeles, California. It rests atop the Palos Verdes Hills and bluffs of the Palos Verdes Peninsula. This contract city has maintained its low-tax, low density, semi-rural environment. The City’s diverse and active population enjoys all the benefits of a bedroom community with a beautiful seaside location.

CITY GOVERNANCE

The City has operated under a Council/Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the City Council, which consists of five members elected at large on a nonpartisan basis. The City Council is responsible for making policy, passing ordinances, adopting the budget, and appointing committees. The City Manager is responsible for carrying out the policies and directives of the City Council, enforcing ordinances, and overseeing day-to-day operations.

City services are provided by contracted outside agencies and vendors. Police and fire services are provided by Los Angeles County and vendor contracts are awarded for public facility and right-of-way maintenance. The City Council issues franchise agreements to commercial providers for solid waste, electric, water, and gas services. Departments within the City include Administration, Finance, Community Development, Recreation and Parks, and Public Works. A Deputy City Manager oversees the areas of areas of Information Technology, Human Resources, Public Safety and the City Clerk’s Office.

THE DEPARTMENT

The Administration Department is responsible for: Public Safety contract services and programs; emergency preparedness; risk management; community outreach; City newsletter and social media; Human Resources management; intergovernmental matters; film permits; preparation of City Council meeting agendas and minutes; records management; elections; RPVtv cable television studio; leases and real property acquisition; and information technology systems.

JOB SUMMARY

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the City’s information technology systems and infrastructure, including the installation, maintenance, and upgrade of the local area network, required hardware and software, infrastructure, personal computers, and communications systems and facilities; administers short and long-range planning activities; manages the effective use of department resources to improve organizational productivity and customer service; provides complex and responsible support to the City Manager in areas of expertise; and performs related work as required.

City of Rancho Palos Verdes, providing World Class Customer Service

TRAINING & EXPERIENCE

Equivalent to graduation from an accredited four-year college or university with major coursework in computer science, management information technology, or a related field and five (5) years of experience in the development and administration of computer systems, telecommunication systems, and local area networks, including two (2) years of supervisory experience

Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by

THE POSITION

This is a management classification that manages all information technology activities in the Administration Department. The incumbent organizes and oversees all activities related to the computing and communications environment, the GIS environment, and some oversight of the Community television station operations. Support consists of a hybrid outsourced Help Desk support staff, and City staff who perform GIS operations. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Organizes and oversees day-to-day activities and is responsible for providing professional-level support to the City Manager in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with other departments and outside agencies.



ESSENTIAL FUNCTIONS

Some of the essential functions of the Information Technology Manager position include, but are not limited to:

- Manages/participates in the administration/maintenance of City's information technology infrastructure; evaluates, selects, and recommends City-wide computer purchases; develops long-term information systems strategies to plan for and control network upgrades and growth; evaluates/recommends new technologies; encourages innovation in technical staff in implementation of ideas/techniques.
- Participates in development/implementation of goals, objectives, policies, and priorities for department; recommends, within departmental policy, appropriate service/staffing levels; recommends and administers policies and procedures.
- Participates in development, administration, and oversight of budgets for assigned functions.
- Develops/standardizes procedures/methods to improve and continuously monitor efficiency/effectiveness of assigned programs, service delivery methods, and procedures; assesses/monitors workloads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and providing recommendations to the Deputy City Manager.
- Negotiates and administers contracts with private vendors to provide City services.
- Resolves computer system related problems; provides direction and technical supervision to external consultants whose work involves information technology related tasks and work methods.
- Identifies/proposes network services projects appropriate for contract delivery; negotiates service contracts/computer hardware pricing with vendors; oversees contract preparation/completion of work.
- Provides high-quality internal customer service and performs technical support, installation, maintenance, and repair of computers and other information systems equipment.
- Prepares and presents staff reports and other correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational/operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Stays abreast of new trends/innovations in information technology; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations/technology that may affect operations; implements policy/procedural changes after approval.
- Receives, investigates, and responds to difficult/sensitive problems/complaints in professional manner; identifies/reports findings and takes necessary corrective action.



BENEFITS PACKAGE

Retirement: The City participates in the California Public Employees Retirement System (CalPERS), with three-year average final compensation, and pre-tax 100% employee-paid employee contributions. New PERS members enrolled in 2%@62 plan; Classic members in 2%@60 plan. Classic members are eligible for City match of 1% of employee's salary into 401a plan, when they contribute at least 1% of salary into 457 deferred compensation plan.

Medical: Three medical plans available: HMO, PPO, and PPO+HSA. City pays 100% of the cost for Employee Only coverage and 50% of dependent coverage. For those enrolled in the HSA plan, the City annually contributes \$3,000 for single coverage or \$6,000 for employee and dependent coverage to HSA deductibles. Employees can opt out of City's medical plan and get cash in lieu (currently \$336/month).

Dental, Vision, and Mental Health Plans: The City has two dental plans and one vision plan available. The City pays 100% of the cost for "employee only" coverage and 50% of dependent cost for the dental and vision plans. The mental health plan is City-paid.

Post-Retirement Health Savings Account: The City contributes \$60/pay period and employees contribute 1% of their base salary.

Disability Insurance: Long-term disability insurance is City paid. Short term disability insurance is provided by the State of California's Short term Disability Program and paid for by the employee.

Life Insurance: City-paid policy, 2x annual salary up to \$350,000.

Other Voluntary Benefits: deferred compensation plan, flexible spending accounts (health care and dependent care), pet insurance, pre-paid legal services, and AFLAC products.

Administrative Leave: Up to 62 hours per fiscal year, at the discretion of the City Manager.

Vacation Leave: Annual accrual ranges from 80-160 hours. The incumbent's years of full-time paid service in the private or public/government sector will be recognized and used to calculate the vacation accrual rate. Vacation schedule: 80 hours for 1st month through 2 years; 96 hours beginning of 3rd year through 5 years; 120 hours beginning of 6th year through 15 years; beginning at 16th year, 8 additional hours per year for each year of service up to a maximum of 160 hours per year. Vacation leave cash-out option available after 12 months of service.

Sick Leave: Accrued at 8 hours for each full calendar month of service.

Wellness Leave: 4.5 hours can be earned for not using sick leave for 10 consecutive week periods (max accrual of 9 hours).

Holidays: Paid holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, the Winter Holiday Break (December 24 through January 1), and one floating holiday annually.

Some of the perks of working for RPV include...

- 9/80 work schedule with every other Friday off
- Access to Palos Verdes Peninsula Unified School District's award winning schools (at local, state and federal levels)
- Gorgeous views on your commute to work and from your office
- Hiking trails and tennis court outside your office
- **Trader Joe's and Starbucks right down the street**



**APPLY BY: Thursday, May 24, 2018
at 5:00 p.m.**

For full consideration, submit complete application packet (City of Rancho Palos Verdes employment application + Cover letter + résumé) to:

City of Rancho Palos Verdes

Attn: Human Resources

30940 Hawthorne Blvd

Rancho Palos Verdes, CA 90275-5391

Application materials may be downloaded at www.rpvca.gov/jobs.aspx or obtained by visiting City Hall or calling (310)544-5332. Special assistance for persons with disabilities may be available to help with the application / examination process upon request by contacting Human Resources.

No facsimiles, resumes in lieu of application, or postmarked application materials accepted.